



2025 Non-Exempt Staff Payroll Schedule

No.	Payroll Period			Electronic Timesheet Cut Off at 5:00PM	Deadline Approve Electronic Timesheets By 5:00PM	Pay Date
		to				
1	12/16/24	to	12/29/24	12/19/24	12/20/25	01/03/25
2	12/30/24	to	01/12/25	01/13/25	01/15/25	01/17/25
3	01/13/25	to	01/26/25	01/27/25	01/29/25	01/31/25
4	01/27/25	to	02/09/25	02/10/25	02/11/25	02/14/25
5	02/10/25	to	02/23/25	02/24/25	02/25/25	02/28/25
6	02/24/25	to	03/09/25	03/10/25	03/11/25	03/14/25
7	03/10/25	to	03/23/25	03/24/25	03/25/25	03/28/25
8	03/24/25	to	04/06/25	04/07/25	04/08/25	04/11/25
9	04/07/25	to	04/20/25	4/22/2025 *DUE BY NOON*	4/23/2025 *DUE BY NOON*	04/25/25
10	04/21/25	to	05/04/25	05/05/25	05/06/25	05/09/25
11	05/05/25	to	05/18/25	05/19/25	05/20/25	05/23/25
12	05/19/25	to	06/01/25	06/02/25	06/03/25	06/06/25
13	06/02/25	to	06/15/25	06/16/25	06/17/25	06/20/25
14	06/16/25	to	06/29/25	06/30/25	07/01/25	7/3/2025*
15	06/30/25	to	07/13/25	07/14/25	07/15/25	07/18/25
16	07/14/25	to	07/27/25	07/28/25	07/29/25	08/01/25
17	07/28/25	to	08/10/25	08/11/25	08/12/25	08/15/25
18	08/11/25	to	08/24/25	08/25/25	08/26/25	08/29/25
19	08/25/25	to	09/07/25	09/08/25	09/09/25	09/12/25
20	09/08/25	to	09/21/25	09/22/25	09/23/25	09/26/25
21	09/22/25	to	10/05/25	10/06/25	10/07/25	10/10/25
22	10/06/25	to	10/19/25	10/20/25	10/21/25	10/24/25
23	10/20/25	to	11/02/25	11/03/25	11/04/25	11/07/25
24	11/03/25	to	11/16/25	11/17/25	11/18/25	11/21/25
25	11/17/25	to	11/30/25	12/01/25	12/02/25	12/05/25
26	12/01/25	to	12/14/25	12/15/25	12/16/25	12/19/25